



United States Department of the Interior  
*NATIONAL PARK SERVICE*

Kenai Fjords National Park  
P.O. Box 1727  
411 Washington Street  
Seward, AK 99664

RECRUITMENT BULLETIN: **KEFJ-15-008**

ISSUE DATE: **January 16, 2015**

CLOSING DATE: **January 30, 2015**

***JOBS AVAILABLE THROUGH THE ALASKA LOCAL HIRE PROGRAM--  
PUBLIC LAW 96-487***

**Kenai Fjords National Park** is accepting applications for full-time temporary work. One position may be filled from this bulletin.

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**POSITION**

**Biological Science Technician (General), GS-0404-06**  
\$18.64 per hour plus 7.18% COLA

**DUTY LOCATION**

Seward, AK

**BENEFITS:** Paid holidays, annual and sick leave. Employees may be eligible to enroll in a Federal Employee Health Benefit (FEHB) health plan.

**APPOINTMENT INFORMATION:** Full-time, temporary, approximately early-April to mid-September. The appointment may be terminated at any time based on program needs and can be extended (up to 1039 hours) if workload and funding allow. Persons selected may be eligible for rehire in future years. May involve weekend work or performance of duties before or after "normal" working hours. Occasional overtime may be required. Government housing may be available. Must be at least 18 years of age. A driver's license is required.

**DUTIES:** This position is located in Kenai Fjords National Park. The incumbent will perform a variety of tasks in support of daily natural resource operations at the park. Responsibilities include conducting surveys and collecting field data. Compute, compile, and summarize data in tabular, graphic, or narrative form, report unusual results in detail and prepare extensive field notes. Work independently or as a member of a team conducting habitat restoration, biological surveys, or other necessary field work. Tasks may include GPS mapping, GIS data management, and map production, data entry, managing and manipulating digital images, collecting field data, and web or journal based research, and assisting other employees and volunteers how to efficiently conduct these tasks. Assists professional biologists by reviewing, cataloging, performing literature review and extracting and compiling data as needed for report preparation.

**PHYSICAL DEMANDS:** Work is partially sedentary with prolonged standing, walking, and bending often required. Heavy items (packs and equipment) must be lifted and carried on a routine basis, e.g., overnight backpack trips, 2 to 10 days in duration. The incumbent may be required to carry a 45 lb pack for up to 15 miles per day and to hike in steep, uneven terrain, often in inclement weather. Camping and hiking if often in country with high densities of brown or black bear. Access to field sites may include small boats.

**ELIGIBILITY TO APPLY:** Any U.S. citizen who has acquired special knowledge or expertise regarding the natural or cultural resources of Kenai Fjords National Park, by reason of having either lived or worked in or near the park. This level of knowledge would be acquired by having lived or worked in or near the park for at least 12 months, to include all four seasons. Short seasonal residency is not qualifying as this would not provide the level of knowledge or expertise that is gained through experiencing the range of climactic conditions and associated impacts on the resources.

Areas considered "near" Kenai Fjords National park are the communities of Seward and Moose Pass extending north to Milepost 45 of the Seward Highway, as well as to the tribal villages with documented ties. These tribal villages include the Native Village of Nanwalek and the Native Village of Port Graham on the south western tip of the Kenai Peninsula as well as Seldovia Village Tribe.

**QUALIFICATION REQUIREMENTS:** Qualifications will be determined by evaluating experience and education as described in the resume, particularly in the Knowledge, Skills, and Abilities identified on the questionnaire. All qualification requirements must be met by the closing date of this job posting.

**CONDITIONS OF EMPLOYMENT:**

- Favorable suitability background investigation. Results of the investigation must be adjudicated **prior** to employment.
- Wearing the NPS uniform is required.
- Federal employees are required to utilize Direct Deposit (EFT), for their Federal Salary checks.

**VETERAN'S PREFERENCE (for qualifying veterans):** To receive Veteran's Preference, your application package must include a copy of the DD-214, Military Discharge, that shows the type of discharge from service (usually the Member 4 copy), or Report of Separation from Active duty if separation was prior to July 1, 1979. If claiming 10-point veteran's preference, you must also provide a completed SF15 ([www.opm.gov/forms](http://www.opm.gov/forms)) and verification documents listed on the SF15. If you are separated and do not have a DD214 yet you may use an official statement of service from your command that you have completed active service and are being discharged under honorable conditions, or provide other official documentation (e.g., documentation of receipt of a campaign badge or expeditionary medal) that proves your military service was performed under honorable conditions. You will not receive veteran's preference if you do not provide this documentation.

If you do not know whether you have preference, [this link](http://www.dol.gov/elaws/vets/vetpref/mservice.htm) can assist you.  
([www.dol.gov/elaws/vets/vetpref/mservice.htm](http://www.dol.gov/elaws/vets/vetpref/mservice.htm))

**HOW TO APPLY:**

***PLEASE READ THE FOLLOWING INSTRUCTIONS CAREFULLY!*** If your application package is incomplete, you may not be considered for this position.

**Your application package must be postmarked or received in this office by the closing date of the announcement.** If your application package is postmarked on the closing date it must be received in this office no later than 7 calendar days after the closing date. Hand delivered applications must be received by close of business on the closing date.

Mail or deliver the following required forms to Park Headquarters, Kenai Fjords National Park, PO Box 1727, Seward, Alaska 99664; 411 Washington Street. Assistance and forms may be obtained from the park office or by calling 907-422-0511.

**A complete application package must include:**

1. Resume that provides detailed information about your work experience. Also include the dates worked (for example, June 2009 through August 2010), work schedule (for example, 40 hours per week); the position title; and employer name for each period of employment.
2. Completed Knowledge, Skills, and Abilities questionnaire.
3. Completed Local Hire Eligibility Questionnaire \*
4. Veterans Preference documents, if claiming Veterans Preference (see above for documents).
5. *Optional:* Although not required, you are encouraged to submit the attached "Demographic Information on Applicants (OMB 3046-0046) \* with your application. Please ensure that it is the last pages of your application package, as it is removed from your application before it is forwarded to the selecting official.

*\* Attached to this announcement, or can be obtained from the park office.*

If your application package is incomplete or illegible, you will not be considered for this position.

Do not submit original documents that you may need in the future, or extra materials such as letters of recommendation, photographs, or award certificates.

We do not accept faxed or electronic application packages, or applications mailed in postage paid government envelopes or through an internal government mail system.

If you make a false statement in any part of your application you may not be hired or you may be fired after you begin work; or you may be subject to fines, imprisonment or other disciplinary action.

**Reasonable Accommodations:** The agency provides reasonable accommodations to applicants with disabilities where appropriate. If you need a reasonable accommodation for any part of the application and hiring process, please notify the park office listed on this announcement. Determinations on requests for reasonable accommodations will be made on a case-by-case basis.

**Privacy Act Information** The application you submit for this position contains information subject to the privacy act of 1974 (PL-93-579, 4 USC 552a). We are required to provide you with information regarding our authority and purpose for collecting this data, the routine uses which will be made of it and the effects, if any, of non-disclosure. You are entitled to the same information as it pertains to disclosure of your social security number. Any questions you may have regarding the Privacy Act regulations and the rights it extends can be answered by contacting the park office.

**Equal Employment Opportunity** Appointments are made without regard to race, color, age, sex, sexual orientation, religion, political affiliation, national origin, marital status, non-disqualifying handicap condition or any non-merit factor.

**Biological Science Technician (General), GS-0404-06**

**KEFJ-15-008**

**KNOWLEDGE, SKILLS, AND ABILITIES:**

The answers to the following questions will help us to evaluate your qualifications to perform the duties of this position. Please note that only qualified applicants will be referred.

Be sure to describe your experience that supports your answers to the questions below, in your resume or application materials. It is important that your application package submitted, including a resume, clearly shows how you possess the experience and skill levels you claim in this questionnaire. Each of your responses must be clearly supported by your education, training and/or specific work experience you describe in your application packet submitted for this position (application form or resume, transcripts, list and description of training completed and/or other items you submit). If not, your score will be lowered or you will be found not qualified. The information you provide will be verified. Any exaggeration of your experience, false statements, or attempts to conceal information may be grounds for rating you ineligible, not hiring you, or for firing you after you begin work.

For the questions below, please circle the letter (A, B, C, D, or E) to indicate the skill level that you possess for each task listed. The questions were developed based on the KSAs and competencies needed to perform the work of this position. Skill levels are defined as:

- A – I have not had education, training, or experience in this task.
- B – I have had education or training in performing this task, but I have not yet performed it on the job.
- C – I have performed this task on the job, with close supervision from supervisor or senior employee.
- D – I have performed this task as a regular part of a job, independently and usually without supervision from senior employee.
- E – I have supervised performance of this task and/or I have trained others in performance and am normally consulted by others as an expert for assistance in performing this task.

**KNOWLEDGE OF THE PRINCIPLES AND TECHNIQUES OF BIOLOGY TO CONDUCT NATURAL RESOURCE MANAGEMENT STUDIES**

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| 1. Collect natural resource data (for example, wildlife, environmental, vegetation, or ecological data) at remote field sites.   | A B C D E |
| 2. Record data collected.  | A B C D E |
| 3. Perform field orientated research through the use of proven sampling procedures.  | A B C D E |
| 4. Monitor visitor use and impact on natural resources (e.g., documenting social trails, soil erosion, vegetation trampling, etc.).  | A B C D E |
| 5. Make field observations of natural resource conditions (for example, document wildlife occurrence and habitat use, visitor use patterns, and environmental parameters). | A B C D E |
| 6. Draft technical reports including text and graphics describing and discussing activities or issues related to the resource management or work conducted.                | A B C D E |

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|---|-----------|
| 7. Perform wildlife inventory and monitoring activities.  | A B C D E |
| 8. Perform vegetation monitoring activities, using a variety of methods, such as visual-estimate, point-frequency, and line interception (for example, set up transects and monitor vegetation over scheduled time periods to determine changes). | A B C D E |
| 9. Organize established natural resource management projects concerned primarily with research, conservation, and management of wildlife.   | A B C D E |
| 10. Help set up select field site locations, sampling techniques, appropriate equipment, logistics, etc.  | A B C D E |
| 11. Provide preliminary assessment and/or classification of the information.  | A B C D E |

**KNOWLEDGE OF DATA COLLECTION TECHNIQUES, INCLUDING INSTALLATION, OPERATION, AND MAINTENANCE OF SAMPLING EQUIPMENT AND LABORATORY PROCEDURES**

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| 12. Install, set up, operate, and maintain tools, traps, and sampling equipment for field studies.                           | A B C D E |
| 13. Conduct equipment inventories.   | A B C D E |
| 14. Install, operate, and maintain photographic equipment for scientific studies.  | A B C D E |
| 15. Install, operate, and maintain laboratory equipment for resource management studies.                                     | A B C D E |
| 16. Evaluate quality assurance compliance and calibrate laboratory equipment as necessary.                                   | A B C D E |
| 17. Order replacement parts, new equipment, and supplies for laboratory.   | A B C D E |
| 18. Provide logistical support and area orientation for participating scientists on research or field projects.              | A B C D E |
| 19. Operate and test sampling equipment.   | A B C D E |
| 20. Recognize, record, and adapt to unusual conditions or data encountered in the normal course of field or laboratory work. | A B C D E |
| 21. Collect, gather, and record biological field samples.  | A B C D E |
| 22. Ensure adequate quality control of data collected.   | A B C D E |
| 23. Perform field and laboratory analysis of collected samples.  | A B C D E |

**ABILITY TO CARRY OUT BIOLOGICAL/SCIENTIFIC WORK IN REMOTE LOCATIONS**

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| 24. Live in a primitive, remote field camp to carry out field studies for up to 2 weeks or more. | A B C D E |
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| 25. Operate small motorized boats or sea kayaks.  | A B C D E |
| 26. Work in areas involving close-range encounters with bears.  | A B C D E |
| 27. Work in remote areas under adverse weather conditions.  | A B C D E |
| 28. Make field observations of natural resource conditions in remote field locations.                       | A B C D E |
| 29. Hike long distances through mountainous terrains with a heavy backpack.                                 | A B C D E |
| 30. Work and communicate closely with team members on extended field trips.                                 | A B C D E |
| 31. Navigate to plots off trail over rugged terrain (such as snowfields, dense vegetation, and/or streams). | A B C D E |
| 32. Travel across glaciers/snowfields.  | A B C D E |
| 33. Perform highly strenuous activities in sometimes extreme weather conditions.                            | A B C D E |
| 34. Prepare equipment for scientific field trips.   | A B C D E |

**ABILITY TO USE COMPUTER SOFTWARE PROGRAMS AND EQUIPMENT TO COLLECT AND PRESENT DATA**

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| 35. Use computer software spreadsheet programs such as Microsoft Access, Excel, or comparable, to manage scientific data.  | A B C D E |
| 36. Summarize technical/scientific data in tabular and graphic form.   | A B C D E |
| 37. Utilize a variety of computer programs to compile, reduce, store, retrieve, analyze, and report resource management information, data, research, and/or long-term monitoring projects. | A B C D E |
| 38. Maintain and organize computer databases.  | A B C D E |
| 39. Use word processing software to prepare narrative written documents such as correspondence or reports.   | A B C D E |
| 40. Use ArcGIS software to organize and analyze field data.  | A B C D E |
| 41. Use Pathfinder Office software to process GIS data.  | A B C D E |

**ABILITY TO EFFECTIVELY COMMUNICATE IN WRITING**

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| 42. Perform literature searches.   | A B C D E |
| 43. Prepare project reports, or portions of them, including descriptions of methods, graphs and charts, and summary of findings. | A B C D E |
| 44. Prepare sections of natural resource management reports.   | A B C D E |

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| 45. Provide written comments on environmental assessments,<br>resource management plan reviews, planning documents, etc. | A   B   C   D   E |
| 46. Prepare plans and/or written study guidelines.   | A   B   C   D   E |
| 47. Provide accurate and thorough written information on<br>technical subjects.  | A   B   C   D   E |

**ALASKA LOCAL HIRE APPLICANT ELIGIBILITY QUESTIONNAIRE**  
**Biological Science Technician (General), GS-0404-06**  
**KEFJ-15-008**

***This eligibility questionnaire must be submitted with your application package. Please print your name and answer the following:***

Your Name: \_\_\_\_\_

**Eligibility Questions**

1. How long have you lived or worked in the vicinity of Kenai Fjords National Park?
  - a. Less than 12 months
  - b. 12 months or more
  - c. I have not lived or worked in or near the park
2. What time of year have you lived or worked in or near Kenai Fjords National Park? (check all that apply)
  - a. during all or part of December through February
  - b. during all or part of March through May
  - c. during all or part of June through August
  - d. during all or part of September through November
  - e. I live (or have lived) in or near the park on a year around basis.
3. List your physical address(es) while living in the vicinity of Kenai Fjords National Park, and approximately when you lived there (month & year, for example October 2001 to September 2005)  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
4. Do you have knowledge, by virtue of living in this area, of one or more of the items listed below (circle all that apply)?
  - a. Community history such as: specific dates, important events, seasonal observations, customs, etc.
  - b. Geographic features and/or unique land markers such as: mountain or river locations, types of landscapes, or other
  - c. Wildlife (including identification of): mammals, birds, big game, fish, or other animals specific to the area.
  - d. General knowledge of safety precautions, weather conditions, recreation options, and important information knowledgeable to the local community.
  - e. Supplies and logistics needed for field camping including area-specific needs or that incorporate challenges or safety aspects specific to the area.
  - f. Other unique information not listed above that shows familiarity with the full range of typical conditions that affect the work to be accomplished. Describe here (use additional paper if needed):  
\_\_\_\_\_
  - g. I do not have knowledge or experience as listed above.
5. How did you obtain your knowledge of the Kenai Fjords National Park (circle all that apply)?
  - a. Personal knowledge such as: fishing, hunting, camping, hiking, etc.
  - b. Professional: obtained through work (this work, and the date and year worked, must be cited in your resume)
  - c. Official training: high school class, college course
  - d. Other resource used to obtain knowledge that is not listed above (you may be asked to elaborate later).
  - e. I do not have the knowledge listed above.

***Applicant Certification:***

I certify that the statements made on this application are true, correct, and complete to the best of my knowledge. I understand that the information I provide may be verified and that I will not be considered if it is found to be inaccurate.

\_\_\_\_\_  
Applicant signature

\_\_\_\_\_  
Date